



RESEARCH ASSOCIATE, RESEARCH & POLICY JOB DESCRIPTION

The Center for Collaborative Education is seeking a skilled research and evaluation professional to join the Research and Policy practice area as a Research Associate. This is a full-time position in CCE's Boston office that reports directly to the Senior Director of Research and Policy.

Background to the Center for Collaborative Education

The mission of the Center for Collaborative Education (CCE) is to transform schools to ensure that all students succeed. We believe that schools should prepare every student to achieve academically and make a positive contribution to a democratic society. CCE partners with public schools and districts to create and sustain effective and equitable schools.

To achieve its vision of a world where every student is college- and career-ready and prepared to become a compassionate, contributing global citizen, CCE works at the school, district and state levels in New England and beyond to:

- Create learning environments that are collaborative, democratic and equitable;
- Build capacity within districts and schools to adopt new practices that promote collaborative, democratic and equitable learning for students *and* educators; and
- Catalyze systemic change at the school and district levels through district- and state-level policy and advocacy support.

Research and Policy at CCE

The Research and Policy area is one of three practice areas at CCE and our work includes a cross-organizational aspect as well as a discrete set of services. Research and evaluation activities fall into three main categories: one, mission-focused research that includes data-driven research projects on a number of equity-based key issues in education, which is often done in collaboration with external partners; two, external evaluation services to schools, districts, states and non-profit organizations; and three, internal evaluation and program support to the other two key practice areas at CCE.

Responsibilities of the Research Associate

The Research Associate will assist the Senior Director with research and evaluation activities for various projects on a range of topics in education, including English Language Learners, performance assessment and STEM; and will work with program and administrative staff from across the organization (including our LA office/staff). The specific tasks for which the Research Associate will be responsible include the following:

- Prepare and analyze quantitative and qualitative data for research and evaluation studies.
- Design, create, and manage databases, including coding and cleaning data.

- Design data collection instruments such as pre/post-tests, questionnaires, surveys, and focus group and interview protocols.
- Conduct observations of and focus groups and interviews with staff and teachers.
- Contribute to the preparation of literature reviews, reports and presentations on study findings, grant proposals and other documents.
- Work closely with the Senior Director in the development of research and evaluation studies.
- Support the Senior Director in providing technical assistance to various evaluation clients.
- Provide research and evaluation technical assistance to CCE staff and programs.
- Perform other research and administrative tasks as assigned.

Qualifications

The successful candidate for the position of Research Associate should have the following qualifications

- A commitment to CCE's mission and knowledge of or interest in K-12 education reform or one of our focus areas (ELLs, performance assessment, or STEM).
- A Master's degree or higher in education, evaluation (e.g. Education Policy, Research, Statistics and Measurement) or social science.
- At least 3-5 years demonstrated program evaluation and research experience, with a strong focus on data analysis.
- Demonstrated experience in collecting, cleaning, organizing and processing large datasets of student and school variables.
- Demonstrated experience analyzing qualitative and quantitative data using various analytic software (e.g., SPSS, SAS, STATA, NViVO, and Excel).
- Experience and comfort working both independently and in collaboration with others, as required by the task.
- Strong communication, writing, and organizational skills.
- Ability to work on multiple projects and successfully manage competing timelines.
- Experience working in or with public schools or in an education consulting environment.

The Center for Collaborative Education is an equal opportunity/affirmative action employer.

Salary

Salary and benefits are competitive.

Application

Interested applicants should send a cover letter and resume to ashort@ccebos.org. This position will remain open until filled.